

Inspection and Compliance Requirements

DIA Funded Occupational Health and Safety Training Grants

Section 1: Program Notification

The Office of Safety must be notified via email (jonathan@dia.state.ma.us) no less than ten days prior and no more than 3 weeks in advance of *all* of the following:

1. The date of the training.
2. The time of the training.
3. The exact location of training (including room, suite, floor etc.)
4. The name of all instructors, name of vendor and contact numbers applicable on the day of the training.
5. The program title (as referenced in the grant proposal)
6. The anticipated number of attendees and a brief description of the target audience.

Example 1:

March 22, 20XX
9AM-4PM
ACME Construction, Inc.
123 Main Street, Suite 100
Anytown, MA 01571
John Doe, PT, Safety Resources, Inc. (617) 555-1234
OSHA 10 Hour
Anticipated: 22 staff, foreman and laborers.

All of the information must be specifically written in long form (as in example 1.)
Location codes, instructor(s) initials etc. is not acceptable.

Section 2: Cancellations Due to Inclement Weather or Unforeseen Circumstance

In the event of unforeseen circumstance, such as inclement weather, The Office of Safety must be notified as follows:

Cancellations with less than 48 hours notice and up until the start time of the program:

- Via phone (617) 851-9253 *and* email (jonathan@dia.state.ma.us).

Cancellation information should include a reschedule date and time (as shown in example 1) if available.

Section 3: All Other Schedule Changes or Cancellations

In the event of scheduling changes or cancellations *after program notification has been made* (in accordance with **Example 1**), the following schedule amendment must be made:

1. The date of the cancelled training.
2. The time of the cancelled training.
3. The exact location of cancelled training (including room, suite, floor etc.)
4. The name of vendor.
5. The program title (as referenced in the grant proposal)
- 6. Either of the following as applicable:**

Notification of the rescheduled program information (in accordance with **example 3**) or, if the program is not going to be rescheduled but eliminated, completion and submission of an **amended budget sheet** (see **examples 4, 4a, 4b and 4c**). The Office of Safety must receive amended budget sheets within 14 business days of the deletion of the program.

Example 3:

CANCELLATION FOR:
March 22, 20XX
9AM-4PM
ACME Construction, Inc.
123 Main Street, Suite 100
Anytown, MA 01571
Safety Resources, Inc.
OSHA 10 Hour
Anticipated: 22 staff, foreman and laborers.

Example 4:

All-American Bread
123 Fake Street
Princeton, MA 01789
(978) 555-1212

Jonathan Ruda
Department of Industrial Accidents
600 Washington Street
Boston, MA 02111

RE: Requesting budget modification to contract #7AP45849846848154

Dear Mr. Ruda,

The All-American Bakery would like to request a modification to the approved budget for the contract referenced above. Specifically, we would like to add Susan Ross as an approved trainer. She would be paid the same hourly wage as the trainers currently listed. I am attaching her resume and a copy of our proposed modified budget. Please let us know at your earliest convenience if the Office of Safety will allow this change.

Thank you,

Peter Van Nostren, Director of Safety
All-American Bread (978) 555-1212

Example 4a

**Budget Summary
All American Bakery- Original**

Contract Expenditures	Hourly/ Unit Rate	Number of Hours	TOTAL
Training: Bob Sacamano, Joe Devola	\$65	55.5	\$3607.50
Training booklets: How to Avoid Slips and Falls	\$1	108	\$108
Safety Video: Keeping Upright in the Workplace	\$175	1	\$175
Administration 7%			\$272.34
<u>MAXIMUM OBLIGATION</u>			\$4162.84

Example 4b

**Budget Summary
All American Bakery- updated 12/20/07**

Contract Expenditures	Hourly/ Unit Rate	Number of Hours	TOTAL
Training: Bob Sacamano, Joe Devola, Susan Ross	\$65	55.5	\$3607.50
Training booklets: How to Avoid Slips and Falls	\$1	108	\$108
Safety Video: Keeping Upright in the Workplace	\$175	1	\$175
Administration 7%			\$272.34

Example 4c

**Company X
Budget Summary- Original**

Contract Expenditures	Hourly Rate	Number of Hours	Other Fees or Charges	TOTAL
<u>MAXIMUM OBLIGATION</u>				

Section 4: Materials

The Division of Safety, Manager of Compliance and Inspection must be provided with 1 complete set of printed materials upon arrival at a training site. The materials should be exact duplicates of the materials given to all participants.

Section 5: Invoice Submission

All invoices must be received in the Office of Safety by the 15th of each month. Invoices received after the 15th will be subject to a hold until the end of the fiscal year.

Section 6: Department of Industrial Accidents Credit

All programs funded under the Department of Industrial Accidents Occupational Health and Safety Training Grant should be appropriately credited both verbally and in print.

Section 7: Valid Workers' Compensation Policies

Any employee trained under the Department of Industrial Accidents Occupational Health and Safety Training Grant must be covered under a valid Massachusetts Workers' Compensation policy. This includes all employees trained by vendors and the vendors themselves (if applicable). The vendor will be responsible to provide adequate proof of insurance to the Division of Safety prior to the commencement of any training program. **Employers will be randomly audited for valid policies during the term of the grant to insure compliance with this section.** Failure to comply with this requirement will result in the *immediate* revocation of the grant.

Section 8: Program Budget Auditing

The Division of Safety reserves the right at any time to request a simple financial accounting of the amount invoiced the amount pending and the total amount of money spent to date by the grant recipient. This includes copies of any original invoices, bills or receipts; paid or unpaid that has been submitted to the grant recipient by the training vendor or vice versa.

Section 9: Budget Surplus

If the grant recipient can reasonably anticipate a budget surplus at any point during the funding period, the recipient is required to complete a budget amendment form and submit the amended form no later than 14 business

days after identification of a surplus. One way to comply with this section is to stay current with the compliance requirements of **Section 3**.

Section 10: Change in Instructor(s)

Instructors listed in the approved grant proposal will be the only instructors eligible to receive reimbursement. A request to change, add or remove an instructor must be made in writing (see **Example 4**) and accompanied by the instructor(s):

- a. Resume
- b. Copies of each qualifying certification, registration or license
- c. An amended budget sheet (when applicable).

When approval has been obtained from the Office of Safety, an approval letter will be sent to the grant recipient and a copy to finance and accounting.

